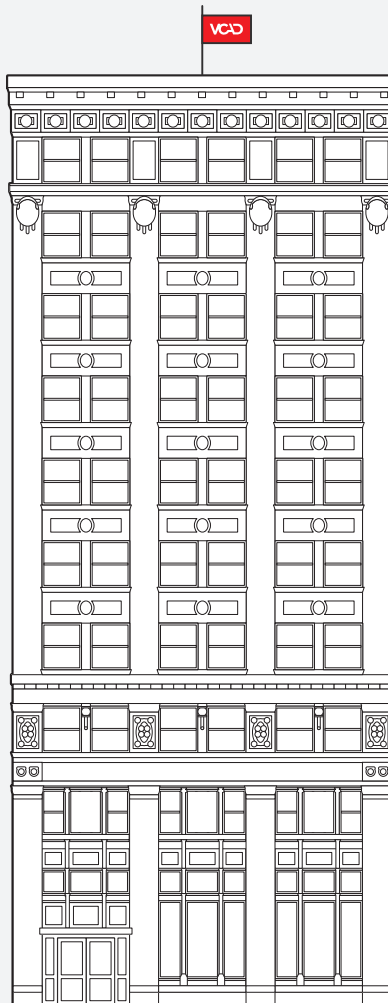


Student Handbook



Effective October 1, 2019
Replaced all previous versions.
Copyright 2015



VISUAL COLLEGE
OF ART AND DESIGN

Student Handbook

Alberta

Effective October 1, 2019
Replaces all previous versions

Welcome!

From our admission process right through to our employment support after graduation, we strive to provide our students with a meaningful educational experience. It is this dedication that gives our graduates the competitive edge in the workplace.

Once you begin your studies, you will become aware of how our learning process will stimulate engage, and challenge you to succeed. You will build an impressive skill set in your area of study and gain the interpersonal expertise that will help make you successful.

Our programs are designed to reflect the requirements of the employers in your chosen career field. Throughout your studies, you will work in ways that will mirror what you will find in the workplace. When you complete your program, you will be ready to begin your career.

At VCAD, you have access to a strong support team that is dedicated to helping you every step of the way.

Your fellow students are also an important part of this team as they are just as serious about their success as you are. Do not hesitate to speak to any of these people if you need help. We are all here for one reason – your success!

We congratulate you on making the commitment to further your education and achieve your career goals. We wish you success throughout your program and beyond!

Mission Statement

Visual College of Art and Design

VCAD provides accessible, innovative and industry driven education and training that serves the needs of our local communities, by preparing graduates for rewarding careers in the areas of art and design.

Table of Contents

ACADEMIC POLICIES AND PROCEDURES	6
Admissions	6
Cheating and Plagiarism	10
Student Services	11
Student Association	12
Student Clubs, Organizations, and Activities	12
Career Services	12
Course Drops/Withdrawals	12
Course Repeat Procedure	13
E-Resources and Materials	13
Grading	14
Graduation	16
Homework	16
Participation	16
Standards of Academic Progress	18
Student Records	18
Test and Exam Rewrites	19
CAMPUS REGULATIONS	19
Hours of Operation	19
Food and Beverages	20
Parking	20
Personal Appearance	20
Security	20
Smoking	21
Statutory Holidays	21
Student Identification	21
Telephones	21
COLLEGE POLICIES	22
Disciplinary Process	22
Dispute Resolution Policy	22
Harassment and Non-Discrimination	24
Privacy and Access to Information	25
Responsible Use of Technology	26
Student Code of Conduct	27
FINANCIAL	30
Awards	30
Tuition Fees and Payment	30
Tax Receipts	31

About This Handbook

This Handbook contains important information about the academic policies of the College as well as the services provided to you while you are a student at the College. It is an excellent source for information about what is expected of you while you are attending school and the steps that can be followed to ensure your success.

Every effort has been made to ensure the Handbook is accurate as of the date of publication. The Handbook is periodically reviewed and updated as necessary to reflect current academic and operational policies and procedures. Changes are effective when made.

Please take time to read this Handbook and ensure that you have signed the last page of this document and returned a copy to the College.

ACADEMIC POLICIES AND PROCEDURES

Admissions

Admissions Policy

All applicants are required to follow a formal application procedure. The application process includes an interview with an Assistant Director of Admission, meeting with a financial administrator, validation that the applicant meets the program admission requirements, and signing of a formal enrolment agreement.

At all times the College is responsible for providing prospective students with accurate information about the programs it offers so that the student can make informed decisions. Admission is based upon the applicant's meeting the proscribed program admissions requirements.

The Campus Director approves admissions to programs.

Students are required to provide all of the required documentation to confirm that the student meets the specific program admissions requirements, including proof of age, high school completion, etc.

Admissions Process

1. **Interview with Assistant Director of Admission:** It is important that the applicants interview and have the opportunity to explore their education and career expectations. Therefore, applicants are interviewed by an Assistant Director of Admission as part of the application process.
2. **Meeting Financial Administrator:** The student must meet with the Financial Administrator. Financial Administrators are trained to assess the students understanding of the financial challenges that ~~face~~ adult learners could face and to ensure that the student understands the responsibilities that arise from funding study by way of student loan.
3. **Admissions Requirements:** To ensure students have the basic knowledge, skills, and abilities to be successful, each program has established minimum admissions/entrance requirements that must be met in order for the student to be approved for admission. The minimum admission/entrance requirements cannot be waived by either the student or the institution. Specific programs may have additional admission requirements. Admissions/entrance requirements must be met by all students in order to gain admission to any program. Neither the student nor the institution can waive required admissions requirements. The College does not represent or imply that students are guaranteed a job upon graduation.
4. **Student Enrolment Agreement:** A written Enrolment Agreement conforming to regulatory requirements must be signed by the student and/or by a parent or guardian if the applicant is a minor. The student must receive a copy of the Enrolment Agreement with the Campus Director's signature within seven (7) calendar days of the student having signed the contract.

Accommodations for Students with Disabilities

The College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with provincial and federal laws and regulations, including the Human Rights legislation enacted federally and in each Province.

To provide equality of access for students with disabilities, the College will provide accommodations and auxiliary aids and services to the extent necessary to comply with provincial and federal laws. For each student, these accommodations

and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity.

The Campus Director shall be responsible for assisting qualified students with disabilities in securing appropriate accommodations, auxiliary aids and services, with the guidance and support of Student Relations.

The student bears the responsibility of notifying the Campus Director of a disability prior to signing a student enrolment agreement. Once the student identifies the specific academic accommodations, auxiliary aids and/or services and discusses them with the Campus Director, the student will be asked to provide the Director with appropriate documentation to support the request. This documentation from an appropriate professional should reflect the student's present level of disability and how the disability reflects the student's needs in the school's setting. The Director has discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodation, auxiliary aid and/or services requested.

In the event the Director or designee thinks it is appropriate to obtain a second professional opinion concerning the nature and extent of the disability, the College will bear the cost of obtaining that second opinion not covered by the third party payer. The Director will promptly evaluate the request for accommodation once the documentation is received.

Appropriate accommodations, auxiliary aids and/or services are determined following an individualized assessment of each request and discussion between the student and the Campus Director. The Director, in consultation with the Student Relations Office, will consider the following factors in determining appropriate accommodations, auxiliary aids and/or services:

- The nature of the student's disability.
- Accommodations, auxiliary aids and/or services that have worked for that student in the past.
- Whether the requested accommodations, auxiliary aids and/or services will allow the student effectively to access and participate in the course or program.
- Whether the requested accommodation, auxiliary aids and/or services will alter the essential requirements of the course or program.
- The school is not required to alter or modify a course or program to the extent that it changes the fundamental nature of that course or program.

The Campus Director receiving the request for an accommodation, auxiliary aid or service shall provide the student who made the request with written notification of the determination of the request (along with the effective date of any accommodation, auxiliary aid and/or service) within a reasonable time period.

If a situation should arise where the Director needs additional time to assess a request or in providing accommodation, auxiliary aid and/or service, he or she will provide the student with written notification of the status of the request and the proposed date of determination.

Attendance

The College expects regular and punctual class attendance. Punctuality is as important as good attendance. Students are expected to attend every class session, in accordance with their contractual agreement. Student absences will be recorded from the first day the class meets. In case of an absence, it is the student's responsibility to notify the College before the start of classes on the day of absence. The student is also responsible for notifying the third party funder, if applicable, of the absence.

When a student is unable to attend class, they must demonstrate that there have been unanticipated, extenuating, and mitigating circumstances, which prevented their attendance. These circumstances generally involve illness, personal emergencies, and death in the immediate family. Absences based on illness must be accompanied by a doctor's note, without exception. All absences are recorded regardless of the reason for the absence.

ATTENDANCE POLICY

If a student is going to be absent for any class, they must inform the instructor and Student Services via email. Supporting documents (doctor's note travel documents, etc.) will be required.

Any student who misses four (4) classes (16 hours) of any course will be dismissed from the course and must obtain permission from the College to resume studies. This may impact a students' funding.

Students are reminded to pay attention to their myVCAD email accounts for any warnings.

Attendance Requirements - What does this mean to you as a student?

As a student, you will be withdrawn/dismissed from studies based on the following external and internal policies:

- Student Aid Alberta requires private educational institutions to withdraw students who have missed five (5) consecutive days without contacting the College. As a student, you must contact the College and provide documentation either before or during the absence detailing the reason for the absence. Moreover, absences must be deemed as reasonable based on Student Aid Alberta's definition of a reasonable excuse. If you miss 5 consecutive days without contacting the College with a reasonable excuse, Student Aid Alberta must be notified of your withdrawal, and notification will result in immediate termination of funding.
- Regardless of college approved absences (reasonable excuses), if you have missed 30 consecutive calendar days, your funding agency will be notified of your withdrawal, and this will result in the immediate termination of your funding and enrollment contract.
- For out of province funded students, funding agency attendance policies may vary. Please check with your Financial Planner for details.

When a student is unable to attend class, he or she must demonstrate that there have been unanticipated, extenuating, and mitigating circumstances which prevented his or her attendance. Excused absences include personal illness or illness of a close family member where the attention of the student is required, death of an immediate family member, accident, funeral, personal appointments for acute or preventative health care, and court appearances or other unforeseen circumstances making it impossible for a student to attend class,. Excused absences must be accompanied by written proof upon returning to the College. All absences are recorded regardless of the reason for the absence.

Please note: Excuses must be presented before the absences or during the five (5) consecutive class days missed. If you provide a reasonable excuse after the College has reported you as withdrawn as the result of missing five (5) or more days, funding may be reinstated as long as you are still able to complete your studies by the original end date listed on your enrolment contract.

Note: From time to time, class schedules may be adjusted to address changing or unexpected circumstances including the temporary interruption of service. In order to ensure students have achieved the required hours of instruction, outcomes, and/or to address an unexpected interruption of studies, the end date of a program may be adjusted accordingly, or other schedule accommodation may be made to ensure students receive the required program and contract hours.

Attendance Warnings

Students whose absences exceed 10% of the total hours of the program of study will be warned in writing.

Students whose absences exceed 15% of the total hours of the program of study will be placed on probation and will be subject to conditions if they wish to continue study.

Students whose absences exceed 20% of the total hours of the program of study will be dismissed from the College.

The College will place a student on probation should there be a regular routine of poor attendance, particularly where poor attendance is coupled with poor academic performance and/or failure to maintain course completion dates.

Student Loans and Third-Party funding

The College may be required to report any attendance irregularities to funding agencies. These agencies include the provincial Student Loan Office, Worker's Compensation Board, Human Resources Skills Development Canada (EI), and private insurers. Students funded by any of these agencies may be subject to further attendance requirements imposed by the funder. Poor attendance may affect a student's eligibility for funding.

Some programs may subject students to further attendance requirements imposed by a regulatory or professional body. In some cases, the College is required to report attendance as part of the regulatory or certification process. Poor attendance may affect a student's eligibility for certification or licensing.

A progress report might be required to be completed and submitted monthly for some third party lenders. The Student Services/Financial Planner/Administrator or delegate is responsible for completing this report and faxing it to the appropriate case manager on or just before the due date. A copy is to be put into each student's administrative file.

Students who are funded by student loans and who fail to comply with student loan attendance requirements shall be withdrawn from eligibility for continued student loan funding. For students receiving funding from Private Insurers, or other benefits, or who are funded by an agency that requires the reporting of attendance, attendance warnings and probation shall be reported to the funding agency and may result in the termination of benefits.

Termination of benefits from a funding agency or student loan funding does not constitute dismissal from the College or program. The student may continue in a program of study if he or she can demonstrate an ability to pay tuition without the assistance of funding, and if he or she has not contravened the sections of this policy and procedure requiring dismissal.

Interruption of Studies

If for any reason a student interrupts their studies by being absent from scheduled classes for more than five (5) consecutive days or by missing a scheduled examination, they must meet with the Campus Director or Designee. Non-attendance does not constitute notice of withdrawal. The College will consider only two reasons as valid for interruption of studies:

1. Medical Reasons - The student must provide a physician's note attesting to the illness and stating the dates that the student was required to be away from College.
2. Compassionate Reasons - The student must provide a letter explaining the circumstances surrounding the absence. A compassionate reason for absence must meet the definition "a suddenly-arising situation beyond the control of the student."

Re-admission will be considered on a case-by-case basis. Students must submit a written letter to the Campus Director or designee requesting re-admission. The student will be responsible for payment of all fees relating to the College up to and including the date of termination in accordance with the Refund Policy. Students may not be able to resume their program where they left. The student's scheduling and/or completion dates may also be changed as a

result.

Resumption of Studies

Students who have interrupted their studies by an absence of five or more consecutive days or by missing a scheduled examination must obtain permission to resume classes. Students should make an appointment for a formal interview with the Campus Director or designee as soon as they are sure of their return date.

Students must be in good financial and academic standing in order to be re-admitted. If proper notice was not given of the absence, a student may be re-admitted under probationary terms. An exception may be made if the student has a valid reason for the absence.

Cheating and Plagiarism

Cheating is the purposeful, willful, and concealed use of unauthorized sources for a test, exam, or other forms of academic work. The College enforces a zero-tolerance cheating and plagiarism policy. Any student who cheats or plagiarizes material for academic grading will be penalized. This generally means that they will be expelled from the College.

Cheating is any act of academic dishonesty.

Plagiarism is the act of representing someone else's work as your own.

Acts or behaviors, which constitute cheating, include, but are not limited to, the definitions listed below:

1. Submitting the same work or part of the same work, for credit in two different courses without the prior agreement of the instructors involved;
1. Bringing (and using) unauthorized and/or concealed materials/aids into a test or exam situation. (Aids include, but are not limited to, calculators, electronic organizers, cell phones, cameras, crib notes, notes, books, electronic recording devices, photocopied materials, etc.);
2. Presenting oneself as another student for a class, test, or exam;
3. Unauthorized sharing of material (copying, or allowing others to copy) during a test or exam.
4. Unauthorized communication with another student in a test or exam;
5. Submitting another person's work as your own, or providing work for another person to submit as his/her own;
6. Falsifying or misrepresenting academic records;
7. Gaining, or attempting to gain access to an examination or test, or a part thereof, without permission from the instructor;
8. Deliberately preventing, or attempting to prevent, the fair access by other students to all types of learning resources;
9. The act of copying for the purpose of providing advantage to yourself or another student (Copying is defined as any act of duplicating or reproducing information from another student by any means to obtain advantage for you. The methods used could be visual, oral, notes, printed matter or electronic means.);
10. Plagiarism includes using another person's essential style and manner of expression. Any act of representing others' work as your own is a dishonest act. This includes, but is not limited to, homework, written papers, exams, lab assignments, published work, circuit design, software, etc. This includes copyrighted materials. Students should give credit explicitly and clearly, as well as appropriate reference, to ideas, thoughts, and writings of another, whether the source is oral, from a written source such as books or journal articles, or from the Internet. By not placing direct quotes in quotation marks and footnoting the source, and by not footnoting indirect reference to another's ideas, a student has disguised the fact that the ideas and thoughts, or even exact words, come from another source first. (When in doubt, consult with the Instructor for the course.);
11. Collaboration is the act of two or more students working jointly on any assignment when the Instructor has not permitted this act. This may include, but is not limited to, homework, papers completed outside of class hours, in-

class assignments, lab exercises or reports. Collaboration also includes writing an assignment or paper for another student;

12. Theft or solicitation of another student's assignment or paper, grade books, unadministered tests or other academic work/material will result in immediate expulsion; and
13. Intentionally helping or attempting to help another student to commit any act of academic dishonesty.

Violations that threaten the academic integrity of the College may be subject to disciplinary action as described in the Disciplinary Process. Sanctions may include but are not limited to:

- Award of zero marks for the piece of work or examination;
- Award of a fail grade for the whole course;
- Academic Probation;
- Suspension;
- Expulsion.

Student appeals can be made in writing, in accordance with the Dispute Resolution Policy.

Student Services

Students can also seek assistance from Student Services Coordinators. The Student Services Coordinator plays an important role in keeping the student body positive, informed and engaged. They deliver new student orientation, plan campus life activities and other non-academic issues that may arise. For any concerns or suggestions relating to your classes, schedules, school events, and general academic inquiries, students are encouraged to reach out to Student Services.

Tutoring

Student Tutoring drop-in sessions are free to any VCAD student. Tutors can help students enhance their study skills, improve their grades and deepen their understanding of course material.

Guest Speakers

Each term, VCAD invites several Guest Speakers from various industries who conduct workshops for our students. These are free lectures, and information about upcoming guest speakers will be included in the weekly student newsletter

Accessibility Services

VCAD provides accommodations to qualified students requiring accessibility services. The Student Services Department assists qualified students requiring accessibility services in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs, and activities at VCAD. Students who seek reasonable accommodations should notify the Academic Advisor of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Academic Advisor to allow enough time to gather necessary documentation.

Student Support Program

The Student Support Program (SSP) connects students with experienced, masters-level support, 24/7, using technology. MySSP mobile app is available in English, French, Simplified Chinese, Spanish, Korean and Arabic. Students can call or chat in these languages, with native speakers, 24/7. Immediate telephonic support is available in 30+ languages. Ongoing counselling is delivered in 60+ languages. Support can be delivered immediately (call or chat) or on an appointment basis (telephone or video).

SSP is fully integrated into existing supports and structures. Partnership with key campus stakeholders allows for two-way referrals, with student consent. SSP team can formally refer a student to campus, campus team can formally refer a student to SSP, to address particular student challenges.

Student Association

VCAD encourages and supports student leadership through the Student Association. The purpose of the Student Association is to: provide a forum to discuss student issues, facilitate the exchange of ideas and information among students, act as a liaison between students, faculty, and administration; support school clubs and work collaboratively with these organizations, provide leadership opportunities for students within the school, promote school spirit among the student body, and create a sense of connectedness with the school that will result in student success.

Student Clubs, Organizations, and Activities

VCAD encourages students to get involved by contributing to the development of the school culture. There are clubs to join and opportunities to suggest ideas for new clubs or to become a club leader.

Career Services

The Career Services Program is available to students who graduate from their program of study for a period of up to **six months** from their program completion date. In order to be eligible for this assistance, students must have fully participated in the Portfolio Show. The Employment Specialist does not find you a job. To remain compliant with the Regulator, the College cannot guarantee any student employment after completion.

The College may assist graduates in finding employment by:

1. Presenting Career and Employment Strategies workshops. Completion of this workshop may be a graduation requirement;
2. Assisting with the preparation of personal marketing tools such as resumes, cover letters, business cards, thank you letters and Internet profiles;
3. Coaching in interview skills and self-directed employer contact;
4. Photocopying and printing of personal marketing tools subject to college policy;
5. Providing access to computer equipment for job readiness and job search activities.

The College expects that graduates who are seeking employment with the assistance of the Employment Specialist will:

1. Maintain regular contact with the Employment Specialist at pre-arranged intervals;
2. Have current and approved personal marketing tools on file with the Career Services Department;
3. Be actively marketing themselves and not relying solely on the College;
4. Be striving to develop employer contacts;
5. Be regularly attending group sessions arranged by the College.

Copyright

Campuses comply with the copyright laws as applied to educational institutions. The use of and/or photocopying of copyrighted material in violation of the copyright laws by instructors, students, alumni and staff is prohibited. This standard applies to printed, software, audio, video materials and web-based information.

Canadian copyright legislation states that only the creator or rights-holder has the right to reproduce his or her own work. Copyrighted works include but are not limited to: documents, graphics, sounds, video, and software on company computer systems or from the Internet.

Course Drops/Withdrawals

The College's policy on withdrawals and refunds adheres to the guidelines provided by the regulatory bodies governing within that province. Students wishing to withdraw from study must meet with a Student Services Representative, and

submit a letter of withdrawal delivered personally or by registered mail to the Campus Director stating the reason for withdrawal and withdrawal date. A copy of the letter will be retained in the student's administrative file.

If a student ceases to attend the College without providing written notice of withdrawal, the College will consider the student absent. In accordance with Student Loans and funding agency requirements, the student's absence will be reported as "withdrawn".

Course Repeat Procedure

It is important to note that each course within a program of study must be successfully completed in order to achieve graduation. For some students it may be necessary to repeat a course during their program. Students may only fail three courses over the duration of their studies. Should the student fail a course they may receive one course repeat at no cost. Subsequent failed courses will be charged the full cost, as well as any other incidental cost. The Campus Director will make a determination based on the circumstances.

Students may only repeat a course if class space is available. All repeated courses will appear on the student's academic transcript. Please remember that repeating a course is a privilege that the student must earn. Repeating course is permitted if a student meets the conditions outlined below. All conditions must be met:

1. Complete an interview with the Campus Director, Student Services Representative, or designee;
2. The student has demonstrated good attendance;
3. The student has been punctual for class;
4. The student has demonstrated significant effort;
5. The student has completed all the requirements for the course and simply was unable to achieve a passing score on the first attempt;
6. The student has met all other graduation requirements.

E-Resources and Materials

Students will be granted an access license to e-resources, which includes e-books that may be subject to an expiration date. Once any course has been attended all e-books related to that course become non-refundable.

There may be elements of a program that may utilize or introduce on-line learning components, or blended learning modules of program delivery during the program.

The course materials, e-books and resources for students are accessible through the College's Learning Management System (LMS). Students are required to bring their own web enabled device (laptop or tablet) in order to access the course materials and resources. Students are responsible for ensuring that their devices are in proper working order and that they are fully charged before the start of each school day.

Students' programs may include the use of hard copy or e-copy textbooks and learning guides, as needed. The College reserves the right to make changes to the adopted text or to the text edition or version used at any time. As with any material, errors may occur in textbooks and learning guides used by the College. The College makes every effort to identify errors and provide errata to students. In the event that errors are discovered in internally generated textbooks or learning guides, the College has a protocol for correction. If errors are discovered, the instructor should be advised.

All students and instructors receive an organizational email address as well as access to the Learning Management System (LMS) and all related course e-resources. When communicating with other students or staff, all students are required to use only the email address provided.

Grading

The College uses a letter grade or percentage to indicate academic performance. Students receive a letter grade for each course completed or attempted. Grading may be based on assignments, projects, and examinations. All grades are available for student review by request; however, we strongly encourage students to keep track of the grades they receive in order to resolve any discrepancies that may arise. Individual courses may have different passing requirements. Students should ensure that they understand what is required for each course.

VCAD			
Letter Grade	Percentage Equivalent	Grade Point Value	Classification
A+	95-100%	4.3	Excellent
A	90-94%	4.0	
A-	87-89%	3.7	
B+	84-86%	3.3	Good
B	80-83%	3.0	
B-	77-79%	2.7	
C+	74-76%	2.3	Satisfactory
C	70-73%	2.0	
D	65-69%	1.0	
F	< 65%	0.0	Fail
Non-Grade Point Designations *			
P – Pass			
W – Withdrawal			
I – Incomplete			
IP - In progress			
<i>* Not calculated in grade point average, unless specified otherwise.</i>			

Pass (P)

A “Pass” grade is given for students who successfully complete a course that is designated by only a pass or fail mark (i.e. Practicum). A “Pass” grade is given for students who successfully completed an accredited course that is transferrable to their program upon entry into the College. A “P” grade counts toward graduation but is not factored into the cumulative GPA.

Withdrawal (W)

Students who withdraw before 33% of the course has elapsed will receive a grade of “W” (Withdrawal), which will not be factored into the cumulative grade point average.

Fail (F)

Students who do not complete all required components of a course, or who receive an average of less than 65% in a course will receive a fail. Students who withdraw beyond 33% of a course or who do not complete all of the required assignments in any course will be given an “F” or an “I” at the discretion of the Director of Education.

Incomplete (I)

An “Incomplete” grade will not be factored into the cumulative grade point average and does not remain on the student transcript provided all required assignments are satisfactorily completed within 30 days after the course has ended. Should an “Incomplete” be left unresolved past 30 days, it will automatically become an “F” and remain on the transcript.

In Progress (IP)

An “In Progress” notation is given for students who are in the process of completing a course or program component at the time of the transcript issue.

All final grades should be submitted by the instructor five (5) business days after the last day of class.

Grade Disputes

Students who feel they have received an erroneous grade must appeal that grade to their instructor a maximum of five (5) business days after the start of the following term. If the student and instructor do not reach a resolution, the student may appeal to the Academic Director of their program. The Academic Director, after consultation with the instructor and student, will make a determination. The student, if still unhappy with the decision, may appeal in writing to the Education Coordinator or designate, who will make the determination.

The student, if still dissatisfied may then follow the steps outlined in the Dispute Resolution Policy in the Student Handbook, beginning with a written appeal to the Campus Director.

Appealing Academic Termination

Any student wishing to appeal an academic termination may do so in writing to the Campus Director. The student must submit a letter to the Campus Director within ten (10) business days of the dismissal letter. The written appeal must state the mitigating circumstances that contributed to the termination. The written appeal must be supported with appropriate documentation of the mitigating circumstance(s) and an explanation on how the circumstance(s) have been remedied or changed. The Campus Director will review a student’s appeal and determine whether the student’s circumstance(s) and academic status warrant consideration for reinstatement or some other determination. The Campus Director will report to the student by letter within five (5) to ten (10) days of receipt of the student’s letter of appeal. The time necessary may be longer if the appeal is of a complex nature. Where the Campus Director upholds the decision to academically terminate a student, the student may request the Coordinator of Student Relations & Regulatory Affairs review the matter. The outcome of this appeal process is considered final.

Examples of mitigating circumstances include death in the immediate family, hospitalization of a student, documented medical problems, and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances are generally events that are outside the student’s control and are unavoidable.

A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid; however, the student will be placed on probation for that semester.

Re-entry after Academic Termination

A student terminated for violating the policies must appeal in writing to the Campus Director for re-entry before the start of the term in which s/he wishes to return. In addition, any student who ceased attendance and whose grades in the last semester of attendance caused him or her to meet the minimum standards must go through the same appeal process. The appeal procedure described in the preceding section applies.

If the appeal is granted, the re-entering student will be placed on probation during the term of return. The student must meet the minimum standards required to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the Campus Director to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed one and only one re-entry appeal after being academically terminated.

Honors

The College wishes to acknowledge those students who achieve excellence in their schooling. Recognition of academic excellence is by way of an Honors diploma. Graduating students achieving a program overall average of 90% will earn an Honors distinction.

Graduation

Graduation ceremonies are held at least annually and semi-annually in some locations. In order to receive an invitation to participate in the Graduation Ceremony, students must:

- Complete all requirements of the academic program as set out in the program outline by the graduation cut-off date;
- Ensure that all borrowed resources have been returned in good condition or that payment has been made to the College for the replacement of the borrowed resources; and
- Ensure that all tuition and other fees have been paid in full.

VCAD Graduation Requirements

- Successful completion of all program courses with a CGPA of 2.0
- Successful submission of an industry standard professional portfolio to be presented at the quarterly portfolio show

Homework

It is understandable that students will have other responsibilities, obligations and commitments while in school. It is important, however, that students do not lose sight of their academic goals.

In addition to attending school as scheduled, students are required to complete additional hours of personal study time.

As in any business environment, effective performance requires planning and consistent execution. Students are expected to make effective use of their time by preparing for their “workday” in advance. Homework may consist of reviewing course material completed that day, making notes, completing assignments and preparing for the next day by reading ahead.

Excellent study habits lead to excellent work habits. We encourage students to continually improve their study habits while at the College.

Projects and Course Assignments

Most courses require completion of one or more projects or other assignments. While the requirements for assignments vary widely, all students are expected to present projects and course assignments for marking in a format that would be acceptable in the workplace. The instructor will provide all course requirements.

Participation

The College fosters an environment that closely resembles the work place. We believe that it is important to teach not only academics, but also the attitudes that are required for a successful career.

Students should be prepared to participate in the following ways.

1. Attend all class hours scheduled for each course within the program of study.
2. Complete all projects, homework, tests, quizzes and exams as assigned and on time.
3. Participate actively in classes, labs and placements.
4. Contribute to all discussions, debates and question periods.
5. Be punctual and remain in class for the full scheduled class time.
6. Be pro-active and responsible for their success and to seek help when it is required (i.e., academic, financial, budgeting, guidance, etc.).
7. Demonstrate a commitment to their studies.
8. Progress at a satisfactory rate throughout the program.

Recording in the Classroom

Students need the instructor's permission to record the lesson/lecture. Recording may be permitted solely if the student wishes to record the lesson and use it privately, i.e. not upload or share the recording.

If the student has a disability and needs to record the lesson because of the said disability, he or she has the right to do so according to the regulations agreed upon regarding the disability.

Any form of recording cannot take place until the student has completed the Permission to Record Agreement available from the Campus Director, Student Services Coordinator, or Director of Education.

Prior Learning Policy

Advanced Standing

Course credit for up to 50% of a program of study can be credited by way of advanced standing. Advanced standing (transfer credit) is based on credit received for the completion of an equivalent course at another institution.

Advanced Standing may be awarded by meeting the following guidelines:

- Students must submit all transfer documentation pertaining to their program before ~~the first day of class~~ admission to the program;
- Transfer must be transcript based (original transcripts or certified copy) and supporting documentation must be provided (course description, course outlines, etc.);
- The transcript the student is basing their challenge on must be no more than 12 months old;
- Course equivalency must have been authenticated and signed off by current Instructor who has reviewed the course description of the module;
- Courses that are used to apply for advanced standing must have been awarded a grade of 65% and GPA of 2.0, unless otherwise stated;
- Only non-senior courses can be transferred unless otherwise approved by the Vice President, Academics & Regulatory Affairs or the Provost;
- It is the student's responsibility to submit the appropriate documents for course transfer.

There is a \$50 assessment fee for each course for which prior learning is requested. Payment must be made before the assessment will be administered.

Credit for Prior Learning

With approval of the Campus Director, up to 50% of a program of study can be credited by way of a Prior Learning Assessment (PLA) at the time of application to a program. Prior learning is defined as skills acquired through self-study or

work experience. High school work experience programs are not eligible. Challenge exams must be administered by an Instructor, and the results returned to the student within 24 hours of receiving the application.

Course challenges based on prior learning can only occur for those courses that have a comprehensive final exam. Students may be awarded credit by meeting the following guidelines:

- Students must submit all challenge requests pertaining to their program before the first day of class;
- Advanced level courses cannot be challenged, unless otherwise approved by the Vice President, Academics & Regulatory Affairs or the Provost;
- A student may only attempt a challenge examination once per course per program.
- Current industry certification may be acceptable as credit for prior learning.
- The student must receive a grade of 65% or better for a successful challenge.
- It is the student's responsibility to submit the appropriate documents to challenge a course.

Standards of Academic Progress

Students are expected to maintain satisfactory academic progress throughout their program. Programs and courses have minimum passing requirements. Course outlines indicate minimum passing requirements. Be sure you review your course outlines thoroughly.

In the event that a student is not meeting academic or other program requirements, the College uses a process of increased engagement. This process includes, at a minimum, the following four steps:

1. Meeting with the Instructor or other staff member. At this step, the staff member will discuss his or her concerns. The outcome of this discussion will be recorded and the notes placed in the student's file. It is expected that the student will implement agreed upon changes, necessary to ensure that all academic and other program requirements are met. If no change is seen, the staff member will proceed to the next step.
2. Commit to Success Plan or other written action plan. At this step, the Instructor meets with the student to specifically identify the issues that keep the student from meeting academic or other requirements. These issues may include poor attendance, unsatisfactorily completed projects or assignments and so on. Once these issues are identified, the Instructor will work with the student to create an action plan for addressing each of these issues and will set a date for a review of progress. A copy of the document is given to the student with an original is retained in the student's file. The Campus Director is notified that the plan is in place. The student is expected to have adhered to the action plan for improvement and to have shown significant improvement by the scheduled review date. If no change is seen, the College may choose to proceed to the next step.
3. Probation. At this step, the student must meet with the Campus Director or designee. The Campus Director or designee will set out the terms and conditions of probation and will set a review date. A copy of the probation document will be given to the student with an original document is retained in the student's file. On the scheduled date, the student must again meet with the Campus Director or designee to review his or her progress in meeting the terms of probation.
4. Dismissal. In the event that the student has not met all of the terms of probation, the Campus Director may choose to allow the student to continue on probation or withdraw the student from the program. A student's study privileges at the College will immediately cease. Refund Policy would apply.

Student Records

Student records will be maintained on campus. Besides "hard" paper copies, the Colleges retain electronic information containing student enrolment and account information. Student records must include the Enrolment Agreement,

enrolment application, proof of meeting admission requirements, the students' transcripts and credential awarded if applicable, and financial records including payment records, student loan documents and any refund, student dispute, and/or dismissal information. A record management system is in place and includes a secure off-site back up.

The College maintains complete student records allowing students legislated and reasonable access to these records. Copies of student records are made available to current and former students at a reasonable cost. Full student records are kept for years 11 years. After 11 years, these records are reduced to include only the Enrolment Agreement, transcript, and a copy of the Diploma/Certificate if issued, and retained for a period of 55 years. Only authorized individuals have access to the files in each department on a "need-to-know" basis.

The College applies and complies with privacy policies and student record management, use, and retention policies that are consistent with the applicable provincial and federal protection of privacy legislation as well as registration and/or accreditation obligations. These policies apply to the collection, storage and disclosure of students' private information, as well as to ongoing business and operational record keeping and analytics. The Colleges maintain student records and provide for their safe storage, with final records accessible for future reference.

Official Transcripts

Students will receive one official copy of their Diploma &/or Certificate upon graduation mailed to their home address. This official copy is at no charge to the student. Additional copies of official College Diplomas and/or Certificates will be provided upon request at a cost of **\$25 per transcript**. Diplomas & Certificates required for admission to other institutions will be sent directly to the admitting institution at a cost of **\$25 per transcript**. The student is responsible for courier charges.

Test and Exam Rewrites

Upon appeal to the instructor, a student may rewrite only final exam when they have received a mark below the mark required unless specifically barred from doing so by the curriculum. The instructor meets with the student and reviews the material, the student's study habits, motivation, time management, and sets a date to rewrite the evaluation. The student must wait a minimum of 24 hours and no more than 3 days before rewriting an exam or project. A minimum passing score will be recorded for the course regardless of the score actually achieved in the re-write unless the exam is an exam provided by an external certifying agency. In this case, the exam rewrite policy of the external certifying agency will apply.

Only one rewrite attempt will be permitted. In the event that a student is unsuccessful on the re-write, s/he must meet with the Campus Director or designee to discuss the options available for continuing in the program of study. A maximum of three (3) re-writes will be allowed throughout the course of the program. There may be an exam cost associated with rewrites in some programs.

CAMPUS REGULATIONS

Hours of Operation

Campus hours of operation are generally from 8:00 a.m. to 6:00p.m., Monday through Friday.

Instructional Hours

Classes are scheduled in three four-hour blocks, morning, afternoon and evening, with a half hour lunch at 12:30 p.m.

Morning: 8:30 a.m. - 12:30 p.m.

Afternoon: 1:00 p.m. - 5:00 p.m.

Evening: 5:30 p.m. – 9:30 p.m.

Morning classes begin at 8:30 a.m., Afternoon classes at 1:00 p.m., and Evening classes at 5:30 p.m. Students are expected to be ready in the classroom in time for a punctual start.

Students arriving late should not be admitted to class until after the morning break, unless Student Services or the Instructor has given permission.

Breaks should last no longer than 15 minutes. Under no circumstances should a class be ended prior to its official ending time. This includes examination days. We are required by our Regulators to provide all of the instructional hours indicated in a course or program outline. These are compliance issues, which are taken very seriously.

Non-Instructional Hours

The College has several labs available for independent learning, scheduled lab sessions, and independent study. Lab sessions are used by students to do their class assignments and to practice their skill sets. They are not instructor led.

Food and Beverages

Students shall not take food and beverages into the classroom. In some instances, approved containers may be permitted.

Computer keyboards and electronic equipment are extremely sensitive to moisture and are destroyed by spills. Some locations have a student lounge with vending machines that has been provided for the students' convenience. Please note that change is not available through the administrative offices.

Parking

The College does not provide student parking. Students are responsible for making their own arrangements for transportation and parking for classes.

Personal Appearance

As a career college, we expect students to behave and dress as they would in a professional work environment, following accepted norms of appropriateness.

Some examples of inappropriate attire for both men and women include torn or soiled clothing, see-through, bare-midriff shirts/blouses, low-cut, open-back clothing and extremely short dresses, skirts, or shorts. Students enrolled in business programs are asked to wear proper business attire. We encourage students to dress for their professional success.

Security

The College takes every step possible to provide a secure learning environment. Students must also take steps to ensure the security of their work and property. Please follow these simple guidelines:

- Always carry your Student Identification;
- Never give out your password or other personal information that would allow someone to log into the College network using your identity;
- Never leave a "logged in" computer unattended;
- Always keep personal belongings with you;
- Report any suspicious or unsafe activity to a staff member;
- During an emergency, follow the instructions of a staff member.

Smoking

Smoking (including e-cigarette use) is prohibited in all buildings. Please ensure the grounds outside the Campus are kept neat and tidy. Smokers shall not congregate at the front of the Campus building and smoke, or leave any cigarette butts in front of the building.

Statutory Holidays

The College observes statutory holidays as noted below. The College is closed on these days. Please be aware that some statutory holidays fall on weekends, which means that the following working day is taken as the holiday.

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

Student Identification

The College's Student Identification Card contains a student number and program information. It is important that it is carried so that it is visible, at all times when onsite at the campus.

A requirement to produce it, as identification will occur for the following:

- Obtaining student loan documents
- Signing out resource materials
- Proof of identification while onsite
- Obtaining tuition receipts, transcripts, and other college documents
- Access to the Campus

There is a \$50.00 replacement fee for lost or stolen Student Identification Cards.

Student Printing and Photocopying

Administration office photocopiers are not available for student use. There are printers/copiers on Campus for Student use. It should be noted that all usage is recorded (user and content), and if/where usage is shown to be non-school related or excessive, costs will be required to be met by the Student. Free or otherwise access to these printers/copiers remain at the discretion of the College

Telephones

Administration office phones are not available for student use. Any student carrying a cell phone must turn it off when entering a classroom, lab, or study area. As a consideration to fellow students, no cell phone calls (either incoming, outgoing, or text messages) are permitted in the learning areas.

BACKING UP WORK

Students are reminded to back up their assignments and projects at all times: USB, external hard drive, iCloud, Drop box, Sky Drive, etc. **WORK MUST NOT BE SAVED ON THE DESKTOP.** The College is not responsible for any data loss. An Onsite IT service is available for additional assistance.

LOGGING OFF

Students are reminded to always log out when leaving a computer to protect their account from being used by other classmates. If rendering, log out is by selecting "switch user." Otherwise, the computers will be re-started and the work will be lost.

DROPPING OFF ASSIGNMENTS

If a Student needs to drop off an assignment to an Instructor outside of class time, prior arrangements need to be made. This allows for the work to be submitted in a timely manner and prevent any work from being lost.

CHILDREN ON CAMPUS

From time to time, children accompany parents to campus. If students are conducting a short visit when they are not attending class, they may bring children as long as they are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time, and are not permitted to use the computer resources.

COLLEGE POLICIES

Disciplinary Process

One or more of the following sanctions may be imposed on any student found to have violated the Student Code of Conduct or any of the policies, rules or regulations of the College.

1. Warning – a notice in writing to the student that the student is violating or has violated the College regulations.
2. Probation – a written reprimand for violation of a specific policy or an action with conditions set for continued enrolment at the College. Probation is set for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any college regulation during the period of probation.
3. Suspension – Separation of the student from the College for a designated period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
4. College or Campus Expulsion – Termination of the enrolment and expulsion from the campus or from any campus within the College.

The above list is not meant to be progressive or exhaustive and the College reserves the right to impose the sanction it deems appropriate.

Other than expulsion, disciplinary sanctions will not form part of the student's permanent academic file. Documentation of disciplinary sanctions will, however, form part of the student's confidential administrative file. If deemed appropriate, depending on the sanction, sponsoring agencies and the Student Loans Branch will be notified of the sanctions. During a suspension, a student shall be denied access to all areas of the College premises and any campus that falls under the College's jurisdiction.

Dispute Resolution Policy

Campus Directors maintain an open door policy with regards to any questions, comments, or concerns those students may have while attending the College; as such students are free to contact their Campus Director.

When an issue is raised, the following policy and procedure should be followed.

The student making the complaint may be represented by an agent or a lawyer.

Written reasons for the determination will be provided to the student within 45 days after the date on which the complaint was made.

Procedures

Informal Resolution Process

Local Resolution (Campus Based)

1. If a student has a concern about another student, the course/module, an assignment, an examination, or any other classroom related matter, the student should meet with the instructor. In most cases it is best to address the concern directly and with the person involved. If the matter cannot be resolved, the student is directed to the Campus Director.
2. If the concern involves an instructor, the College, the facilities, financial matters, a college employee, health related matters, or a concern of a serious nature, the student should meet with the Campus Director. The Campus Director may refer the student to a designee for further discussion or exploration of the issue. The campus-based process involves meeting with the student, discussing the student's concern, and recording the concern and the student's desired resolution on the Student Activity Form. Relevant parties may be contacted during this process.
3. A Student Activity Form is completed and signed by both the student and the Campus Director or designee as a means of capturing the content of the conversation, concerns, agreements and/or action to be taken, if any. The Student Activity Form is given to the student and a copy is filed in the student's administrative file.
4. If the Campus Director or designee and the student come to a satisfactory resolution during the meeting, the resolution plan is implemented, and the Campus Director or designee will follow up to ensure the resolution plan satisfactorily resolves the concern.

Formal Resolution Process:

Local Resolution (Campus Based):

In order to facilitate a timely and accurate resolution, students, in their best interests, are encouraged to initiate the Formal Resolution Process within 10 days of the date the events that gave rise to the complaint.

1. In the event that a student's concern has not been resolved through the Informal Resolution Process, the student may initiate a formal complaint or expression of concern through the Formal Resolution Process.
2. In order for the Formal Resolution Process to begin, the student must put their concern or complaint in writing in the form of a letter and/or the Student Concern Outline Report. The student must set out the areas of concern/complaint, their intention that they follow the formal dispute resolution process, their recommendation for resolution and what steps they have taken to date to address or resolve the issue. This will initiate the Formal Resolution Process. Additional comments can be attached to the Student Concern Outline Report as necessary.
3. The Campus Director or designee will investigate the student's concern/complaint and meet with the student to seek resolution and/or seek additional information around the concern/complaint from the student as soon as is practicable and normally within 5 days.
4. The Campus Director or their designee will investigate the student's concern/complaint and will respond in writing the outcome of the investigation with recommendations within 10 days of the receipt of the complaint letter.
5. If the student accepts the conclusions/recommendations for resolution, the matter is deemed resolved and the agreement is set out in a Student Activity Report signed by the Student and the Campus Director. A copy of the student's complaint/letter, together with the response will be retained in the student's file. The student will receive a copy of this report.
6. All correspondence regarding the dispute will ordinarily be under the Campus Director's signature.

Regional Resolution:

1. If a resolution is not forthcoming at the campus level, the student may contact the Regional Vice President/Regional Director or designate for the region in which their campus is located.
2. The student must submit a written signed letter to the Regional Vice President/Regional Director or designate detailing the events that have happened to date, efforts made to resolve the concern and their desired resolution.
3. If possible, the Regional Vice President/Regional Director or designate may meet with the student to discuss options for resolution. The Regional Vice President/Regional Director or designate will investigate the student's concern/complaint and will respond in writing the outcome of the investigation with recommendations within 10

days of the receipt of the complaint letter unless the circumstances of the investigation dictate otherwise. If so the Regional Vice President/Regional Director will keep the student informed. The Student Relations Office will conduct an investigation and review of the complaint/concern and inform all parties of the progress of the investigation and review. The time necessary to complete an investigation will be dependent on the complexity of the matter.

4. If the student accepts the conclusions/recommendations for resolution, the matter is deemed resolved and a copy of the student's complaint/letter, together with the response will be retained in the student's file, with a letter sent to the student describing the agreed to outcome.

Campus Support Resolution:

1. If a resolution cannot be found at the campus level or through the Regional Vice President/Regional Director, the student may pursue the matter further by submitting a written signed letter to the Student Relations Office. The letter must include their concern, the actions taken to date, including any informal or campus based efforts to resolve the complaint/concern. The student must set out what they consider the desired outcome or resolution. The Student Relations Office becomes directly involved in student conflict only when the complaint has not been resolved at the regional level.
2. Normally, Campus Support will not act on a complaint or student concern where the student has not first explored resolution of the complaint/concern at the campus and regional levels. A contact email ABStudentRelations@campus-support.ca is published for students wishing to contact Student Relations; however, the primary and most important contact for the student are the Campus Director.
3. The Regional Compliance Manager will contact all relevant parties to gather information regarding the concern.
4. The Student Relations Office will conduct an investigation and review of the complaint/concern and inform all parties of the progress of the investigation and review. Campus support investigations usually take 15 days. The time necessary to complete an investigation will be dependent on the complexity of the matter.
5. Once the investigation is complete, the Regional Compliance Manager will respond to the student in writing setting out the investigation conclusions and, where appropriate, make recommendations for resolution.
6. If the matter is deemed resolved the Regional Compliance Manager will document the resolution process and advise all concerned parties in writing of the resolution. The student may be required to sign a release form. A copy of the student's complaint/letter, together with the response will be retained by the Student Relations Office.

External Resolution:

If the concern cannot be resolved and the student wishes to take the matter further, the student and College agree that the complaint can only be advanced further by way of third party arbitration; the cost of which will be paid wholly by the institution, and the final decision must, nonetheless, be provided within 45 days of receipt of the original written complaint.

Harassment and Non-Discrimination

The College is committed to providing a positive learning environment where the individual differences of all students and staff are valued and respected. The College neither condones nor tolerates any discrimination or harassing behaviour that undermines the dignity, self-esteem, and productivity of any student or staff member.

The College considers harassment and/or discrimination by any student or staff member to be a serious breach of human rights, which requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

Discrimination and Intimidation

Discrimination and intimidation as it applies to the College is defined as refusing to participate in classroom and/or other activities because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age or criminal conviction of any person.

Harassment

Harassment for the purposes of this policy is defined as any unwelcome remarks, behaviours or communications based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, gender, age or criminal conviction which causes offence or humiliation to any person.

Sexual Harassment

Sexual harassment is unwelcome sexually oriented conduct which may be verbal, physical or by innuendo.

Personal Harassment

Personal harassment is defined as unwelcome remarks, behaviours or communications directed toward an individual or group of individuals which misuses authority or abuses the power one individual or a group of individuals has over another individual or group of individuals and has the effect or purpose of seriously abusing, threatening, demeaning or intimidating the individual or group of individuals.

Unwelcome Conduct

Harassment and/or discrimination is unwelcome conduct where:

1. Submission to such conduct becomes explicitly or implicitly a term or condition of the learning environment; or
2. Submission or rejection of such conduct is used as a basis for educational decisions; or
3. Such conduct has the purpose or effect of interfering with educational performance; or
4. Such conduct creates an intimidating, hostile or offending educational environment.

Health and Safety Policy

The College provides a clean, hazard free, healthy, safe environment and facility, operating in accordance with the Worker's Compensation Board guidelines.

Any problems with, or defects in equipment should be reported immediately to the school administration.

The facility is kept neat, clean and orderly. Students and employees have a duty to comply with the safety rules, assist in maintaining the hazard free environment, report any accidents, or injuries, including any breaches of safety, and report any unsafe equipment, working conditions, process or procedure at once to a supervisor.

Privacy and Access to Information

Students have a right to have their private information protected. All staff shall take steps to protect the privacy of students' personal information that may be provided to the College in the course of our business. It is everyone's responsibility to ensure the confidentiality and security of students' personal information under our custody and control. This commitment applies to current, past and prospective students.

Disclosure of Records

All information, ideas, or documents disclosed or submitted by the student as part of his/her education program at the College is disclosed or submitted upon the understanding that the only obligation that the recipient has with respect to such information, ideas, or documents, and any use of the same is limited solely to claims for infringement of valid patents or failure to comply with copyright laws. Colleges may disclose student information and provide notice/confirmation to authorized funding and sponsorship agencies for students receiving student assistance. This information may include, but

is not limited to, the student's continued enrolment, withdrawal, attendance, and/or graduation from the program for which he or she was granted student assistance. Colleges use student information for research analyses, employment assistance, student satisfaction reports, institutional effectiveness and student follow-up, account payment, and/or contacting students to inform them about additional educational or alumni opportunities. In addition, students' names and personal identification information, the name of their program, and the tuition paid may be forwarded to regulatory bodies. This information has to be collected by accrediting and regulatory bodies in compliance with, and in the manner authorized under relevant *Freedom of Information and Protection of Privacy Legislation*. Colleges may disclose information from the student's academic file on a need-to-know basis. Any disclosure of information to third parties can only be made with the written consent of the student or as authorized by provincial or federal law

Inspection of Records

The College respects the privacy and protection of personal information and do not disclose personally identifiable information about students or employees to unauthorized third parties without consent consistent with Provincial personal information protection legislation. Student records may also be reviewed on a confidential basis by authorized third party authorities such as accreditation, student assistance or authorized government officials, and/or part of compliance or operational requirements.

Students who wish to inspect and review their education records should submit a written request to the Campus Director. The request should identify as precisely as possible the records s/he wishes to inspect. If the requested records are subject to inspection and review by the student, the Campus Director will make the necessary arrangements for access within a reasonable period of time, but in no case more than ten (10) business days after the request was made, and will notify the student of the time and place where the records may be inspected. The Campus Director will ensure the presence of a college official during the inspection and review of a student's records.

When a record contains personally identifiable information about more than one student, the student may inspect and review only those records that relate to them personally.

Correction of Records

Students have the right to correct their record when they believe it is inaccurate, misleading or constitutes a violation of their privacy rights. Students who wish to correct or modify their records must confer with their Campus Director. As part of the request, the student should identify the specific part to be changed, and indicate why it is inaccurate, misleading or constitutes a violation of his/her privacy rights. The Campus Director will determine if the claim to change the information is legitimate and notify the student in writing that the record has been amended, with a summary of the specified modifications.

Responsible Use of Technology

Information technology facilities include computers and associated peripherals, communications (namely the Internet) and related equipment, facsimile machines, scanners, copiers, telephones, video and other multimedia devices, and all forms of software. Such resources and tools are made available to students in support of their training objectives and academic requirements. Their use is covered by codes such as the Criminal Code of Canada.

Every user of this technology assumes the primary responsibility for the material he or she chooses to access, send, receive or display. The facilities may not be used in any manner to create, send, or display material, which contravenes the College's policies and/or any federal or provincial statute governing the use of information technology. Where the devices, such as personal computers, are the personal property of the user, the appropriate use expectations still apply when the devices are used on college property.

Failure to adhere to these guidelines above may result in the suspension of access privileges as well as other action as deemed appropriate by the Instructor and/or Campus Director. Inappropriate use of information technology includes, but is not limited to the following:

1. Unauthorized access, alteration, destruction, removal and/or disclosure of data, information, equipment, software, or systems;
2. Deliberate interference with the processing of a system or deliberate vandalism of the equipment and software;
3. Use of college facilities and resources for commercial or non-academic related purposes;
4. Propagation of hate literature;
5. Harassment, including sexual harassment (includes accessing, displaying, downloading, and installing pornographic materials from the Internet and/or personal media);
6. Theft of resources;
7. Use of the Internet to slander or disparage the College or their instructors or classmates;
8. Malicious or unethical use and
9. Use that violates provincial or federal laws.

After-class use of classroom facilities and equipment is at the discretion of the College. The student will be held responsible for both the hardware and software in their possession during this period.

The College reserves the right to inspect at any time the computer display, hard drives, and removable media students bring into the facility. Such inspections take place only if there is reason to suspect an infraction of the rules.

The appropriate officials of the College will investigate the matter and, if circumstances warrant, proceed to investigate all work and files of the student.

Student Code of Conduct

The College community is composed of individuals with varied interests and diverse opinions. A student, by voluntarily joining the College, assumes responsibility for abiding by the standards that have been instituted pursuant to our mission, processes, functions, goals, and as expressed in this policy. To function properly, members must exhibit a respect for the individual and collective rights of all those within the community. Students who violate these principles or the rights of others are subject to disciplinary action in accordance with the Disciplinary Process. The College reserves the right to discipline any student it deems necessary to protect the safety and/or the integrity of the learning environment of the College.

Respectful and Fair Treatment - Student Conduct Policy

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College, students have responsibilities and duties commensurate with their rights and privileges. Any student who is found to have violated the Student Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as described in the Disciplinary Process. The College applies the principles of procedural fairness in the application of these policies.

Elements/Violations

Violations that threaten the health, safety or educational environment of the College will result in immediate dismissal. Such dismissal will forgo the formal disciplinary process as outlined in this handbook. Behaviors that violate the Student Code of Conduct include, but are not limited to:

1. Persistent or gross acts of willful disobedience or defiance toward college personnel
2. Assault, battery, or any other form of physical abuse of a student or college employee
3. Fighting

4. Verbal abuse of a student or college employee
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
6. Any conduct that threatens the health or safety of one's own self or another individual (Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.)
7. Harassment by any means of any individual, including coercion and personal abuse (Harassment includes but is not limited to written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.)
8. Any form of unwanted sexual attention or unwanted sexual contact
9. Violations by guest of a student on college property (Students are responsible for the actions of their guests.)
10. Theft, attempted theft, vandalism/damage, or defacing of college property or the property of another student, faculty or staff member
11. Interference with the normal operations of the college (i.e. disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)
12. Use of cell phones and pagers during scheduled classroom times
13. Unauthorized entry into, or use of, college facilities
14. Forgery, falsification, alteration or misuse of college documents, records or identification
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the college and/or its officials
16. Disorderly, lewd, indecent, or obscene conduct (This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials.)
17. Extortion
18. Violation of college safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
19. Breach of peace on college property or at any college sponsored or supervised program
20. **AT ALL TIMES**, any use or being under the influence of illegal or controlled substances (including, but not limited to cannabis and alcohol) on college property, or at any college function, or any college class or college class time, or at any function sponsored or supervised by the college is strictly prohibited.
21. **AT ALL TIMES** use, sale, possession, or distribution of illegal or controlled substances (including, but not limited to cannabis or alcohol), or any drug paraphernalia on all college property, or at any college function, or any college class or college class time, or at any function sponsored or supervised by the college is strictly prohibited.
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on college property or at college sponsored functions
23. **AT ALL TIMES** smoking in any form (including, but not limited to e-cigarettes, rolled tobacco or cannabis) on all college property or at any college function, or any college class, or college class time, or at any function sponsored or supervised by the college is strictly prohibited.
24. Failure to satisfy college financial obligations
25. Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
26. Failure to identify oneself when on college property or at college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties
27. Violation of federal, provincial, or local laws and college rules and regulations on college property, or at college sanctioned or college sponsored functions
28. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization ("Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the college.)
29. Any in-college or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation
30. Any violation of the institutions' policies on the responsible use of technology including but not limited to:
 - The theft or abuse of computer, e-mail, Internet or Intranet Resources
 - Unauthorized entry into a file to use, read, or change the contents of for any other purpose
 - Unauthorized Transfer of a file

- Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or college official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the college's computing system
31. Abuse of the College's disciplinary system, including but not limited to:
- Failure to obey the summons of a disciplinary body or college official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
 - Harassment based on sex, race, colour, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law
 - Conduct disruptive to the positive learning environment at any of the colleges that fall under the College
32. Acts of dishonesty, including but not limited to:
- Giving false information to any official, Instructor, or staff member
 - Forgery, alteration, or misuse of any College document, record, or instrument of identification
 - Computer piracies—copying software, copyright infringement, and unauthorized computer entry
 - Signing in to someone's account or gaining access to networks data or information to which you do not have explicit permission
33. Disruption of teaching, administration, disciplinary proceedings, and other College activities
34. Physical abuse, verbal abuse, threats, intimidation, harassment, including but not limited to, sexual harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person
35. Expressions of discrimination, bias, or racism such as certain jokes, even if people find them humorous, if these jokes are based on negative stereotyping that is, or could be, perceived as offensive and hurtful to someone
36. Attempted or actual theft of and/or damage to property of the College, a staff member, other students, or public property
37. Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College property
38. Violation of federal, provincial, or local law on College property or College-sponsored activity
39. Illegal or unauthorized possession of any weapon(s) on College premises or at College-sponsored activities
40. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, or abetting, another person to violate the Student Code of Conduct
41. Aiding, encouraging, or inducing another to commit a violation to the Student Code of Conduct
42. The use of profane language, rowdiness, fighting, or other disturbances on College property or at College-sponsored activities

The possible consequences of any misconduct will depend on the nature and severity of the misconduct. If provincial or federal laws have been broken, charges will be laid.

CONSEQUENCES OF MISCONDUCT

Except where noted above, one or more of the following sanctions may be imposed on any student found to have violated the Student Code of Conduct or any of the policies, rules or regulations of the College.

- 1 Warning – a notice in writing to the student that the student is violating or has violated the College regulations.
- 2 Loss of Privileges – denial of specific privileges (such as Internet access) on a permanent basis or for a designated period of time.
- 3 Probation – a written reprimand for violation of a specific policy or an action with conditions set for continued enrolment at the College. Probation is set for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any college regulation during the period of probation.

- 4 Suspension – Separation of the student from the College for a designated period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
- 5 Expulsion – Termination and withdrawal from the student's program of study with loss of all campus privileges.

The above list is not meant to be progressive or exhaustive and the College reserves the right to impose the sanction it deems appropriate.

FINANCIAL

General Information

Provincial governments in Canada provide financial assistance to students in the form of provincial student loans or a combination of Canada Student Loans, provincial student loans, and possibly grant funding. The amount and type of assistance awarded is based on need as assessed by the provincial authority. Students must qualify in order to be eligible for funding. Applications for Student Loans are available from the Student Financial Planner (SFP) at each campus. The SFP at the campus can assist with review for accuracy and completeness before the application is submitted to the Funding Agency. If financial assistance is awarded, the amounts disbursed to the College on the student's behalf are applied to the student's outstanding balance as set forth in the Student's Payment Plan.

The College expects students to pay their tuition according to arrangements made with the SFP prior to registration. Students are financially responsible for all charges incurred per the terms of their Enrollment Contract. All fees are payable as specified in the student's payment plan.

Awards

Occasionally students will be offered scholarships to be applied toward program fees based on eligibility criteria. Students will complete the Scholarship Application Form and the Scholarship Statement of Understanding. Once completed, the Assistant Director of Admission will submit the Scholarship Application and Statement of Understanding to the Campus Director or designate, who will provide recommendations before submitting it to their Regional Director.

Exceptions:

- a. Students whose tuition is sponsored by an outside agency (Employment Insurance, Workers Compensation Board, Human Resources Development Canada, etc.) may not be eligible
- b. Exceptions will be considered on a case-by-case basis

Tuition Fees and Payment

Students are informed of all fees related to a program of study during the admission process. Students are responsible for repaying their loan(s) and complying with the terms of their enrolment contract and student loan agreement with student loan authorities. If a student withdraws from studies or ceases to be a full-time student, the student could be in an over-award situation with the student loan program. Students are required to speak to the Financial Administrator and/or student loan authorities in the case of withdrawal, dismissal, changing their course load or undertaking any other major change in course of study.

In the event a student does withdraw or is dismissed from a program, the College is required to report this to the appropriate student assistance office and is required to refund tuition fees in accordance with the stated refund policy. In the event there is a student tuition refund, the refund is applied to outstanding student loans with student loans authorities.

All tuition and other fees must be paid in full prior to the academic end date specified on the Enrollment Contract.

Students who do not pay fees as agreed or do not make satisfactory arrangement to pay tuition and other charges will be suspended or dismissed from the College. The College has the right to withhold credential and/or transcript until all financial obligations to the College have been met.

Tax Receipts

Tuition receipts for income tax purposes (T2202A) will be available in February of each year. These receipts will show only the lesser of the portion of tuition used or the tuition payments made in the previous calendar year.

Students are welcome to make copies of the tax receipt for their own records and for future tax purposes.

To ensure that all students receive their tax receipts, the Administration and Financial Departments require an up-to-date mailing address for every student. It is the student's responsibility to ensure that the school is notified of any change to his or her mailing address.

Refund Policy

Refund entitlement is calculated on the total fees due under the contract, less non-refundable (registration) fees.

Registration fee

14(1) Subject to subsection (2), a licensee may require a student to pay a registration fee of not more than \$500 before that person's vocational training begins.

(2) A licensee must not require or accept payment of

- (a) a registration fee in respect of a prospective student until that person has signed a student contract, or
- (b) any other tuition fee or any incidental fee in respect of a student or a prospective student before that person's vocational training begins.

(2.1) Despite subsection (2)(b), a licensee may accept a tuition fee referred to in that clause in respect of a student before that person's vocational training begins if the fee is paid by a third party approved by the Director.

(3) a licensee who receives a registration fee must credit the fee to unpaid tuition fees if the student commences the vocational training.

Cooling off period

15 Notwithstanding anything in this Regulation, if a student terminates a student contract on or before the 4th business day after signing the contract, the licensee must refund all tuition fees paid by or on behalf of the student.

Refund and retention of fees before training begins

16(1) If a student terminates a student contract before the vocational training begins, the licensee is entitled to retain any registration fee that has been paid, regardless of who paid it.

(2) The licensee shall refund any registration fees that have been paid if

- (a) a licensee terminates a student contract before the vocational training begins, or
- (b) subject to subsection (1), the vocational training does not begin on the commencement date set out in the student contract.

(3) The licensee shall refund any tuition fee that it has accepted pursuant to section 14(2.1) if the student contract is terminated before the vocational training begins.

Refund of tuition - after training begins

17(1) If a student contract is terminated after the vocational training begins, the licensee is entitled to the following amounts of the tuition fees:

- (a) when 10% or less of the vocational training has been provided, 25% of the tuition fees;
- (b) when more than 10% but 50% or less of the vocational training has been provided, 60% of the tuition fees;
- (c) when more than 50% of the vocational training has been provided, 100% of the tuition fees.

(2) If a licensee has received tuition fees in excess of the amount that the licensee is entitled to under subsection (1), the licensee must refund the excess amount.

(3) For the purpose of this section, vocational training provided by correspondence is provided as lessons are supplied, marked and returned to the student.

Abandoning provision of vocational training

18(1) A licensee abandons the provision of vocational training under its licence if the licensee stops providing the vocational training before it is complete and

- (a) there are student contracts for the vocational training that have not been terminated, or
- (b) all student contracts for the vocational training have been terminated but one or more of the contracts were, in the Director's opinion, terminated by the licensee so that the licensee would not be required to provide the vocational training.

(2) Notwithstanding sections 16 and 17, if a licensee abandons the provision of vocational training under its licence,

- (a) subject to subsection (5), the licensee must refund all tuition fees that have been paid in respect of the vocational training, and
- (b) section 11 applies if the licensee is unable or refuses to make the refund.

(3) A licensee is deemed to have abandoned the provisions of vocational training by correspondence if lessons cease to be supplied, marked and returned to the student.

(4) A licensee is not considered to have abandoned the provision of vocational training if the Director is of the opinion that the licensee is providing a means to enable a student to complete the vocational training without any disadvantage.

(5) This section does not require the refund of any tuition fees in respect of a student whose student contract is terminated

- (a) by the student before the licensee abandons the provision of vocational training, or
- (b) by the licensee before the licensee abandons the provision of vocational training where the termination was made because the student was expelled or for non-payment of fees.

Payment of refunds

21(1) Subject to subsection (2), a refund of a student's tuition fees or incidental fees must be paid

- (a) to the student, or
- (b) in the case of a student who has an outstanding student loan in respect of the vocational training for which the refund is being provided, to the lender that made the student loan.

(2) If a licensee received payment of a student's tuition fees from a government, agency or person other than the student, any refund of those tuition fees must be paid to the government, agency or other person.

(2.1) A refund under section 16(2)(a) must be paid to the third party referred to in section 14(2.1) to the extent that that party paid the tuition fees.

(3) If a licensee is required to refund any tuition fee or incidental fee, the refund must be paid not later than the earlier of the following:

- (a) 30 days from the day the student contract is terminated;
- (b) the time period specified in an order of the Director.

(4) Where a licensee is required by or under the Act or this Regulation to refund any tuition fee, the Director may in writing order a refund by the licensee of any incidental fee within the time specified in the order.

Refund of Consumables

Where a student withdraws or is dismissed from their program they are entitled to 100% refund of any as yet to be received consumables that have been prepaid.

Where a student withdraws or is dismissed from their program after receiving technical equipment from the College free of charge: The student must return the equipment unopened or as issued within 7 calendar days; and If the student fails to return the equipment as set out above, the College may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

College Policy and Procedure Changes and Revisions

The policies, procedures, rules and regulations outlined in this student handbook are currently in effect at the College at the time of this publication.

The College reserves the right to revise and/or change these policies, procedures, rules and regulations, either individually or collectively, at any time when it deems such revision to be in the best interest of the College and its students.

Students will be notified of changes via postings at the campus. All such revisions and/or changes to policies, procedures, rules and regulations, either individually or collectively, supersedes those outlined in this handbook.

ATTENDANCE POLICIES AND STUDENT HANDBOOK AGREEMENT

As a student, you are expected to attend classes on a regular basis and notify the campus immediately of any absences or lateness.

What does this mean to you as a student?

You will be subject to withdrawal based on the following external and internal policies:

- Student Aid Alberta requires private educational institutions to withdraw students who have missed 5 consecutive days without contacting the College. As a student, you must contact the College and provide documentation either before or during the absence detailing the reason for the absence. Moreover, absences must be deemed as reasonable based on Student Aid Alberta's definition of a reasonable excuse. If you miss five (5) consecutive days without contacting the College with a reasonable excuse, Student Aid Alberta must be notified of your withdrawal, and notification will result in immediate termination of funding.
- Regardless of college approved absences (reasonable excuses), if you have missed 30 consecutive calendar days, your funding agency will be notified of your withdrawal, and this will result in the immediate termination of your funding and enrollment contract.
- For out of province funded students, funding agency attendance policies may vary. Please check with your Financial Planner for details.

What is a reasonable excuse?

Illness, family emergencies, or other extenuating circumstances that prevent you from attending classes are examples of reasonable excuses. Please note: The excuse must be presented before the absence(s) or during the five (5) consecutive days missed. (If you provide a reasonable excuse after the College has reported you as withdrawn because of missing five (5) consecutive days, funding may be reinstated as long as you will still be able to complete studies by the original end date listed on your application.)

By my signature below, I acknowledge receipt of the Attendance Policies and Student Handbook, and I understand, accept and agree to comply with the information contained therein. I understand and agree that I am obliged to act in accordance with these policies and procedures and at all times conduct myself in a professional manner that contributes to creating a positive learning environment.

Student's Name: _____

Student's Signature: _____ Date: _____

Emergency Contact & Medical Information

NAME:

(LAST)

(First)

Please fill in the information below. It will be kept in confidence in your file. If any of the information should change during your course of studies, please be sure to inform Student Services.

EMERGENCY CONTACT 1

Name:

Phone Number:

Relationship:

EMERGENCY CONTACT 2

Name:

Phone Number:

Relationship:

Do you have any illnesses or medical conditions? (circle one)

☐ NO

☐ YES Please specify:

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Are you currently taking medication? (circle one)

☐ NO

☐ YES Please specify:

--

CONSENT TO USE OF IMAGE AGREEMENT

I consent to the use of my name, portrait, picture, video, voice recording, or photograph as part of the school's website, print collateral such as brochures and pamphlets, print ads, radio or television commercials, social media, and/or online marketing initiatives is slated for release within 3 years from the date of enrollment.

These publications will be used with the intention of increasing student engagement as well as enrollment for the upcoming fiscal year. It will serve the following purpose(s): to provide prospective students with a glimpse of the school's curriculum, training, and/or campus life; engage existing students through various online and social media platforms; and promote school events.

I understand that these publications, ads, and other collateral will be made available online on VCAD's website, social media, and other related online, print, and media platforms.

I agree that I shall have no claim against Visual College of Art and Design (VCAD).

I confirm that I am over 18 years of age and that I have not given anyone the exclusive right to use my name, portrait, picture, or photograph.

Event Description:

Date:

Name (printed):

School / Campus:

Program:

Home Phone:

Cell Phone:

E-Mail Address:

Signature:
